D. Kent King
Commissioner of Education

Stan Johnson
Assistant Commissioner
Division of School Improvement

Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

TO: School Administrators

FROM: Dawn Maddox, Director
             Data Analysis and Reporting

DATE: July 20, 2005

RE: Getting Access to the DESE On-line MAP Systems
- MAP Results (using Crystal Reports via the web)
- MAP Student Demographic Update System

This year we anticipate receiving the 2005 Missouri Assessment Program (MAP) data from CTB/ McGraw-Hill on August 5. Our goal is to have that data available to you by August 16. There are several updates that will assist you in preparation for the release of the 2005 MAP data.

Crystal Reports will continue to be used to provide districts with web-based access to MAP data behind the Department of Elementary and Secondary Education (DESE) security system. Crystal Reports enables district staff to generate reports and download their data into a variety of formats.

To access the on-line MAP-Results System, you need to have a DESE User ID and password, access to the Internet, and the use of a web browser (i.e., Internet Explorer or Netscape). Below is information about how to obtain User IDs and passwords.

DESE will also continue to offer an on-line structure for districts to submit corrections to student demographic information during the Annual Performance Report (APR) appeals window. This year, once again the **MAP Student Demographic Update System** will be available for districts to make corrections to the data. In anticipation of this need, we are encouraging districts to set up User IDs and passwords ahead of time. Once the system is turned on, you will receive additional details on how to correct the reporting errors.

Getting Access to the MAP Systems

There are several ways to obtain access to the MAP systems. Each district has at least two "security administrators" that have the ability to add and remove users from the DESE web security system. The MAP systems have been added so the security administrator can provide User IDs and passwords for your district staff.

Another way to obtain User IDs and passwords is to complete the *DESE Web Systems User ID Request Form*. A copy of this form is attached or may be accessed from the DESE web site at http://k12apps.dese.mo.gov/webapps/securityforms.asp. This form can be faxed to 573-526-4125 or mailed to Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480. If you have questions about the security set-up you can also e-mail webreplyafsit@dese.mo.gov.

MAP Results (View Only with 2 Types of Access)
- MAP Results – Building-Level Access – allows the user to see all district data aggregated to the building, district, or state level (no student-level data).
- MAP Results – Student-Level Access – allows the user to see all district data including the student-level data.

MAP Student Demographic Update (3 Levels of Access)
- View Only – allows the user to view the data, but not edit or submit data.
- Data Entry – allows the user to edit the demographic data and save changes, but NOT submit the data.
- Authorized Representative – allows the user to submit the data. By submitting, the user is assuring that all data are accurate and complete.

We continue to try to find ways to provide you with data in a more timely and user-friendly manner. To disseminate this material, we are forwarding it to your district's assessment coordinator by e-mail. If you have any questions, please contact the Data Analysis and Reporting section, at (573) 751-6849. As always, we appreciate your input and suggestions.

Attachments:
- *DESE Web Systems User ID Request Form*

c: Stan Johnson, Assistant Commissioner, School Improvement
    Walt Brown, Coordinator, Curriculum and Assessment
    Becky Kemna, Coordinator, School Improvement and Accreditation